

September 2020 Opening - Premises Risk Assessment - Preventing COVID-19 Spread in the School Environment

Academy / School	Lime Academy Hornbeam	Assessment No.	
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Site	Brookfield House	Location	Waltham Forest School		
Subject of Assessment	Operational risk assessment for September 2020 Reopening				
Assessed by	Antony Clements	Date	16 July 2020	Review date	
Details of workplace/activity	Managing the school site during September 2020 Reopening and Autumn Term Managing increasing pupil and staff numbers Preventing COVID-19 Spread in the school environment		Persons Affected <i>(Who may be harmed)</i>		
			Premises team, staff, pupils, parent/ carers and visitors		

No	Hazard / Hazardous Event (what can go wrong)	People at Risk	What is currently being done to control the hazard / hazardous event	Likelihood	Impact	Risk Score	Further Action (required to lower risk)
Prevention of Infection							
1.	Social Distancing in Schools	Everyone	<ul style="list-style-type: none"> Groups or pupils will be kept separate (in 'bubbles') and the layout of rooms will help maintaining distance between individuals. The groupings and layout have been developed to address: <ul style="list-style-type: none"> children's ability to distance the lay out of the school the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary) EYFS, Key Stage 1 & 2 the emphasis will be on maintaining social distances as much as possible. For young children who can maintain social distancing they will be supported to maintain distance and not touch staff where possible. 	3 (possible)	4 (major)	12 (significant)	
	Spread of COVID-19 Coronavirus	Everyone at school, including contractors and visitors	<ul style="list-style-type: none"> Minimise contact with individuals who are unwell by regular contact with parents and staff to identify those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school Ensure that pupils, staff and other adults do not come into the school if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in the last 7 days. If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, they must be sent home and advised to follow '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>', which sets out that they must self-isolate for at least 7 days and should <u>arrange to</u> 	2 (unlikely)	4 (major)	8 (significant)	

		<p><u>have a test</u> to see if they have coronavirus (COVID-19). Any household members of that individual that are also within school should also be sent home (e.g. siblings).</p> <ul style="list-style-type: none"> Any child awaiting collection, will be moved to the conference room with external ventilation (open window) where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. A separate toilet for them to use is the accessible toilet by the conference room. The toilet will be cleaned using standard disinfectant before use by anyone else. Staff will maintain 2m distance from the child at all times. Site officer/cleaner will clean the toilet. Where a 2m cannot be maintained (such as for a very young child or a child with complex needs) the following guidance will be followed <u>safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance</u>. Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive, or they have been requested to do so by NHS Test & Trace. Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the <u>COVID-19: cleaning of non-healthcare settings guidance</u> 				
Teaching requires close supervision, e.g. Soft Play,	Teacher and pupil	<ul style="list-style-type: none"> Currently Soft play, Sensory and Food tech rooms will not be open currently however this will be review mid-September. 	1 (rare)	4 (major)	4 (moderate)	

	Sensory room and Food Technology		<ul style="list-style-type: none"> Some rooms will have a small area which has mats to support pupils for physio programmes. This equipment must be wiped down between each uses with normal cleaning wipe down mats 				
	Exposure to Covid-19 during music and music therapy	Music staff and pupils	<ul style="list-style-type: none"> Pupils will be physically distanced during lesson, where possible the lesson will be undertaken outside Music lessons will be limited to no more than one class Pupils will be positioned side-to-side Instruments are not to be shared during a lesson and if shared between bubble classes, cleaned between use Large group sessions will not happen. No woodwind, brass or percussion instrument that needs to be blown will be used in any lesson The schools will keep up to date with DfE guidance Music therapy groups will be reduced. The Music Therapist will follow the Visitors Policy whilst on site 	2 (unlikely)	4 (major)	8 (significant)	
	Exposure to Covid-19 during PE / Dance / Drama	Staff and pupils External providers	<ul style="list-style-type: none"> PE lessons will happen outside where possible PE lessons will be carried out in class groups only Any equipment that is shared will be cleaned toughly between groups. Pupil and staff will not stand facing each other The <u>DfE guidance</u> will be followed. The following advice has been followed: <ul style="list-style-type: none"> <u>guidance on the phased return of sport and recreation</u> and guidance from <u>Sport England</u> for grass-root sport advice from organisations such as the <u>Association for Physical Education</u> and the <u>Youth Sport Trust</u> 	2 (unlikely)	4 (major)	8 (significant)	
	Exposure to Covid-19 during educational visits	Staff and pupils on visit	<ul style="list-style-type: none"> Any trip out will have a full risk assessment. This would include a section in the risk assessment about “Exposure to COVID-19”. The <u>DfE guidance</u> on trips is being followed. All staff will be made aware of the steps to take before embarking on the trip. 	2 (unlikely)	4 (major)	8 (significant)	
	Peripatetic / supply staff increase risk of Covid-19	Everyone	<ul style="list-style-type: none"> All Peripatetic staff will be asked to read and complete the Academy's Visitors Policy 	2 (unlikely)	4 (major)	8 (significant)	

			<ul style="list-style-type: none"> All peripatetic and supply staff have confirmed they are not suffering any Covid-19 symptoms (new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell) before arriving on site. Records of peripatetic and supply teachers are kept for 21 days after their arrival and will be available for any Test and Trace purposes. The <u>DfE guidance</u> will be followed. 				
2.	Cleaning	Everyone	<ul style="list-style-type: none"> A cleaning checklist is in place and includes: <ul style="list-style-type: none"> more frequent cleaning of rooms / shared areas that are used by different groups frequently touched surfaces being cleaned more often than normal records to be kept Awaiting further government guidance to ensure appropriate controls are put in place Different groups don't need to be allocated their own toilet blocks, toilets will be cleaned regularly and pupils will be encouraged to clean their hands thoroughly after using the toilet Classroom teams will be expected to wipe surfaces and educational equipment throughout the day 	2 (unlikely)	4 (major)	8 (significant)	
3.	Lunchtime Catering facilities	Staff, Pupils and Contractors	<ul style="list-style-type: none"> The catering department are working to the <u>guidance for food businesses on coronavirus (COVID-19)</u> as a minimum standard. Staff who support pupils will feeding will be provided with appropriate PPE. 	2 (unlikely)	4 (major)	8 (significant)	
4.	Fire Safety		<ul style="list-style-type: none"> Personal Emergency Evacuation Plans (PEEPs) in place for staff and pupils Social distancing to be adhered to where possible at fire assembly points Fire escape routes checked routinely to ensure doors are fully operational and kept clear 	2 (unlikely)	4 (major)	8 (significant)	

			<ul style="list-style-type: none"> • Fire Alarms / Evacuation and drills. Pupils and staff to maintain social distancing measures where possible when at evacuation points 				
5.	Access / Egress of school building	Staff, pupils and visitors	<ul style="list-style-type: none"> • Where possible, one-way traffic through external doors to be introduced to avoid face to face passing. Floor markings to be introduced in identified areas. Information on recommended routes to be shared with staff in September • Allocated drop off points for local authority transport buses. • Allocated drop off points for parents/carers • Where possible, staff and pupils to use different entrances to access/egress the building where possible 	2 (unlikely)	5 (critical)	10 (significant)	
	Pupils and staff use public transport to get to and leave school	Staff, pupils and visitors	<ul style="list-style-type: none"> • Pupils and staff have been advised to cycle, walk or drive to school • Secure cycle parking is installed. Cyclists are expected to provide their own locks • The Local Authority transport providers will be writing their own assessments to minimise the risk of infection whilst transporting pupils • Staggered drop-off/pick-up times for buses and parent transport arrangements • Where practicable start and finish times have been amended for groups of pupils to reduce the travel risk • Families using public transport should refer to the <u>safer travel guidance for passengers</u> 	2 (unlikely)	5 (critical)	10 (significant)	
	Dedicated school transport increases the risk of Covid-19	Pupils, staff and transport staff	<ul style="list-style-type: none"> • Dedicated transport providers will be asked for their risk assessments to ensure the <u>DfE guidance</u> is being followed • The school and local authority will work closely and in partnership together to ensure the school bus service is safe and sufficient. • Students will remain in class until called for. Staff will take the child to the door of the bus and handover to the personal assistant 	2 (unlikely)	5 (critical)	10 (significant)	

6.	First Aid	Staff and pupils	<ul style="list-style-type: none"> • Suitable first aid to staff and pupils will be provided. Suitable cover will be arranged when needed • Staff with medical needs will be risk assessed and adaptations put in place where identified • Pupils with medical needs will be risk assessed and relevant consents put in place before the pupil is permitted into school • Where identified, staff will be trained in the use of medication and increased level of control applied, to include PPE if required • First Aid boxes in every classroom. Regular review of contents and replace out-of-date supplies. Checklist maintained by Welfare Officer 	2 (unlikely)	4 (major)	8 (significant)	
7.	Waste	Staff and pupils Contractors	<ul style="list-style-type: none"> • Waste bins will be placed in strategic positions, both inside and outside the building so that waste materials can be managed safely • Bins will be emptied daily or more regularly if required • Hazardous waste will be double bagged following government guidance 	2 (unlikely)	4 (major)	8 (significant)	
8.	Break / Lunch times	Staff and pupils	<ul style="list-style-type: none"> • Staggered lunch-time sittings for 'bubble' areas to keep pupil contact at a minimum • Ordering lunch in advance, delivering to classrooms/ serving at tables in dining room • Enhanced cleaning of dining furniture throughout lunch service and during swap over of lunch 'bubble' staggered sittings 	2 (unlikely)	5 (critical)	10 (significant)	
9.	Staff / Pupils within the shielded group: clinically vulnerable & extremely clinically vulnerable	Extremely clinically vulnerable person	<ul style="list-style-type: none"> • Advice for those who are <u>clinically-vulnerable, including pregnant women</u>, will be followed. A separate Individual Health Assessment has been carried out for those members of staff at higher risk. • Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be 	2 (unlikely)	5 (critical)	10 (significant)	

			found in the <u>guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</u>				
	Staff at an increased risk from Covid-19	Staff	<ul style="list-style-type: none"> A separate Individual Health Assessment has been carried out for those members of staff at higher risk. 	2 (unlikely)	5 (critical)	10 (significant)	
	Lack of staff resources increases risk from Covid-19	Everyone	<ul style="list-style-type: none"> Staff have been asked to work as flexibly as possible. Managers have discussed and agreed any changed before they have been put in place. The school will continue to review existing practices and have used the DfE <u>workload reduction toolkit</u>. Staff have been made aware of the DfE range of resources, including <u>case studies to support remote education</u> and help address workload. 	2 (unlikely)	5 (critical)	10 (significant)	
10.	Contractors / Visitors	Contractors Visitors	<ul style="list-style-type: none"> Contractors must provide the Academy with a sufficient risk assessment for the activities they are carrying out which must include COVID-19 The Academy will provide contractors with the school's operating guidance All planned / reactive maintenance will be completed during out of hours unless it is assessed to be an emergency Visitors to the school will be pre-arranged and will adhere to the Academy's COVID-19 Visitor Policy 	2 (unlikely)	4 (major)	8 (significant)	
11.	Property Compliance: Building not maintained/used without maintenance undertaken	Site Team	<ul style="list-style-type: none"> All the usual pre-term building checks have been undertaken to make the school safe, including managing the risks of Legionnaires' disease. The following guidance has been followed <u>Legionella risks during the coronavirus outbreak</u>. The advice on safely reoccupying buildings from the Chartered Institute of Building Services Engineers' guidance on <u>emerging from lockdown</u> has also been followed. 	1 (rare)	3 (serious)	3 (low risk)	
12.	Hygiene: Poor hand hygiene spreads Covid-19	Everyone	<ul style="list-style-type: none"> Staff and pupils must clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. 	2 (unlikely)	4 (major)	8 (significant)	

			<p>Regular and thorough hand cleaning is going to be needed for the foreseeable future.</p> <ul style="list-style-type: none"> Staff will support younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates. 				
	Poor respiratory hygiene spread Covid-19	Everyone	<ul style="list-style-type: none"> 'Catch it, Bin it, Kill it' approach is essential, so the school has enough tissues and bins available in the school to support pupils and staff to follow this routine. Staff will support younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates. 	2 (unlikely)	5 (critical)	10 (significant)	
	Spread of Covid-19 through ventilation system	Everyone	<ul style="list-style-type: none"> Where possible, windows and doors should remain open to increase ventilation with safeguarding protocols must be adhered to The ventilation system has been checked against the CIBSE guidance. Where necessary the maintenance company have carried out checks and provided guidance on the safe operation of the ventilation system 	2 (unlikely)	5 (critical)	10 (significant)	
13.	Shared activity and equipment use	Staff and pupils	<ul style="list-style-type: none"> Pupils will be provided with their own set of equipment, such as pens and pencils where possible Classroom based resources can be used and shared amongst the class bubble and will be cleaned regularly Resources shared between classes within bubble areas should be cleaned frequently and left unused for 48 hours (72 hours for plastics) between use by different classes The class teacher / therapist will clean equipment. Where cleaning or disinfectant is not possible between use, use must be restricted to one user or left unused for a period of 48 hours (72 hours for plastics) between users. Pupils and their parents will be advised to limit resources they bring into school - bags, lunch boxes, hats, coats, books, stationery Pupils will be able to bring mobile phones into school, but these will be placed in an envelope when entering the classroom and the envelopes handed back to pupils at the end of the school day. 	2 (unlikely)	4 (major)	8 (significant)	

			<ul style="list-style-type: none"> Pupils and staff can take books and other shared resources home, but unnecessary sharing should be avoided Classrooms should not share resources outside each bubble area 				
14.	Accident reporting COVID-19 incidents	Staff and pupils	<ul style="list-style-type: none"> All Health and Safety incidents should be logged in Evolve The Health & Safety Executive have recently updated <u>the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)</u> to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. For further advice and guidance you should contact Judicium for Health and Safety Advice 	2 (unlikely)	5 (critical)	10 (significant)	
15.	Administrative Staff / Support staff	Staff	<ul style="list-style-type: none"> Where possible, the school will consider changes to work patterns and working from home practices Traffic through / in administrative offices should be reduced. Risk Assessment for Office spaces in place 	2 (unlikely)	4 (major)	8 (significant)	
16.	Personal Protective Equipment (PPE):	Staff	<ul style="list-style-type: none"> The majority of staff will not require PPE beyond what they would normally need for their work. PPE is only needed where: <ul style="list-style-type: none"> an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used The guidance on <u>safe working in education, childcare and children’s social care</u> will be followed for when, how PPE should be used, what type of PPE to use, and how to source it. The Site Team will manage the day-to-day distribution and stock management of PPE stock 	2 (unlikely)	4 (major)	8 (significant)	
17.	Behaviour	Staff and pupils	<ul style="list-style-type: none"> The Behaviour Policy has been updated to reflect the requirements of minimising Covid-19 spread and has been 	2 (unlikely)	5 (critical)	10 (significant)	

			<p>made available to pupils and parents before the start of term</p> <ul style="list-style-type: none"> • Use of social stories to communicate additional rules to pupils • Clear, reasonable and proportionate expectations of pupil behaviour should be communicated clearly • Pastoral and Family Liaison Team to provide support to overcome barriers to attendance and increased incidents of poor behaviour resulting from a lack of regular attendance. <u>The guidance on behaviour and discipline in schools will be followed.</u> • SLT, Teaching, pastoral and family liaison team to identify pupils in need of additional support with social, emotional and mental health concerns and work with local services • Where pupils have a Behaviour Risk Assessments this will be updated and guidelines for physical intervention will be put in place to ensure a duty of care for the pupil 				
18.	School Staffroom	Staff	<ul style="list-style-type: none"> • Additional staffrooms for each bubble area to be provided • Staff to take staggered lunch and break times • Furniture in staffrooms to be arranged to ensure social distancing guidance is observed • Staff take personal responsibility to follow social distancing etiquette 	2 (unlikely)	4 (major)	8 (significant)	
19.	Mental Health and Well being	Pupils and Staff	<ul style="list-style-type: none"> • Pastoral and Family Liaison Team will support families who may require additional support. • There is limited access to a school councillor and will refer when required • The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the <u>extra mental health support for pupils and teachers</u> is available. • The <u>Education Support Partnership</u> provides a free helpline for school staff and targeted support for mental health and wellbeing. 	2 (unlikely)	5 (critical)	10 (significant)	

			<ul style="list-style-type: none"> • Senior Leaders and Welling Champions will ensure staff continue to have support from a range of relevant resources / information / organisations • The employee assistance provider, Health Assured, is available for all staff and staff will be regularly reminded to access it. Tel: 0800 030 5182 • Teachers may wish to access the free MindEd learning platform for professionals, which includes a coronavirus (COVID-19) staff resilience hub with materials on peer support, stress, fear and trauma and bereavement. 				
Response to Infection							
20.	Symptoms of COVID-19 - suspected or test positive case	Everyone	<ul style="list-style-type: none"> • The school will engage fully with the local authority's public health team's Local Outbreak Control Plan and the NHS Test and Trace system • Staff and parents/carers have been advised they will need to be ready and willing to: <ul style="list-style-type: none"> ○ book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit ○ provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace ○ self-isolate if they live in a household with someone who develops coronavirus (COVID-19) symptoms or they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if asked to do so by NHS Test and Trace • Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Staff, as essential workers, have priority access to testing. 	2 (unlikely)	5 (critical)	10 (significant)	

			<ul style="list-style-type: none"> The Headteacher will submit reports under RIDDOR of any Confirmed COVID-19 cases in the school 				
21.	Local outbreak of virus and local lockdown	Everyone	<ul style="list-style-type: none"> As set out in the <u>Local Outbreak Control Plan</u>, if made aware of a positive case in a staff or pupil, the SBM/Interim Headteacher will immediately contact the London Coronavirus Response Centre (LCRC) on 0300 303 0450 for advice on isolation of contacts and for a risk assessment to be completed. The SBM / Head will notify the <u>Public Health Team</u>, The LCRC will provide guidance on communications and letter templates for schools to send to staff, parents of contacts, and the wider school community. Ongoing infection control advice and support will be made available to schools via the Public Health team The Headteacher will submit reports under RIDDOR of any Confirmed COVID-19 cases in the school 	2 (unlikely)	5 (critical)	10 (significant)	
	Staff and parents unsure what to do in the event of a local lockdown due to a local outbreak of Covid-19	Everyone	<ul style="list-style-type: none"> The school business continuity plan has been updated to include procedures to follow in the event of a local lockdown The SBM/Head will contact the <u>Public Health Team</u> and follow their advice, including what is in the <u>Local Outbreak Control Plan</u>, and share with staff and parents. Guidance on communications and letter templates for schools to send to parents and staff will be shared via LCRC (London Coronavirus Response Centre) Infection control support and training will be made available to staff via Public Health 	2 (unlikely)	5 (critical)	10 (significant)	
22.	Risk of high level of COVID-19 virus transition in local community	Pupils, staff and wider community	<ul style="list-style-type: none"> In the case of school closure, due to the rate of transmission in the local area, the Trust and its schools will follow government, local authority or PHE guidance The school's Emergency Closure Plan will be enforced and guidance closure arrangements followed as outlined 	2 (unlikely)	5 (critical)	10 (significant)	

Items to Consider Purchasing and Planning to support opening up the school

- outside plumbed in handwashing stations
- posters (for example, to encourage consistency on hygiene and keeping to own group) Also see annex C of <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#annex-d-list-of-things-to-consider-acquiring>
- soap for sinks, and where there is no sink nearby, hand sanitiser in rooms/learning environments, consider the availability of soap and hot water in every toilet (and if possible in classrooms)
- the location of hand sanitiser stations, for example at the school entrance for pupils and any other person passing into the school to use, and their replenishment
- disposable paper towels rather than hand dryers, to reduce aerosol production from drying wet hands
- the location of lidded bins in classrooms and in other key locations around the site for the disposal of tissues and any other waste, their double bagging and emptying
- ensuring you have a good supply of disposable tissues to implement the 'catch it, bin it, kill it' approach in each classroom and enough to top up regularly
- cleaning products including sanitising wipes for wiping some equipment
- tape for cordoning off areas and marking floors